

# **Working Capital Fund Board**

## **Minutes of the Meeting**

### **April 25, 2007**

#### **I. Introductions**

The Board Chair, Howard Borgstrom, called the meeting to order. The Chair introduced Ingrid Kolb, MA-1, Jeff Pon, HR-1, and Jim Campbell, CF-1 to the Board.

#### **II. Feedback from Internal Operations Group**

The three secretarial officers above attended a meeting of the Internal Operations Group on April 18, where they proposed certain activities be added to the Working Capital Fund. The Deputy Secretary, Clay Sell, concurred with the recommendation and asked the WCF Board to consider pricing proposals to implement these initiatives. The initiatives are: Forrestal Safe Havens, External Independent Reviews, Shuttle Bus, Logistics Services Contract, Courier/Messenger Service, STRIPES (Procurement management system), DCAA Audits, On-line Learning Center, and STARS (Financial accounting system). The Board questioned the sponsors of the proposals to gain insight into the Deputy Secretary's guidance. As a result, the Board is forming five working groups to develop pricing proposals for the nine proposals, with the goal of reporting back to the Deputy Secretary by May 25, 2007. This will require another Board meeting in May to formalize the recommendations of the working groups.

#### **III. Approval of Minutes of the November 14, 2006 meeting.**

The Board approved the minutes of the November 14 meeting without comment.

#### **IV. FY 2007 Second Quarter Financial Report**

The Fund businesses' financial performance is consistent with past years. Most businesses should break even for the year and any exceptions are within cumulative earnings. Operating under a continuing resolution has been difficult for businesses as well as programs, our collections have lagged costs, but we expect all customers to pay their WCF obligation before the end of April. Nothing in this performance warrants changes to current pricing policies. [This report is available on [www.wcf.doe.gov](http://www.wcf.doe.gov) .]

## **V. FY 2009 Budget Planning**

Guidance of FY 2009 WCF Customer Spending Estimates based on currently pricing policies will be issued by April 27. They will not include issues discussed today and will be the basis for adding any new costs in FY 2009; and therefore, are important inputs to the Working Groups discussed above.

## **VI. Working Group Status Reports**

### **a. Oak Ridge Financial Operations**

Vicki Barden (SC) presented the recommendation of this Working Group to the Board. The Board approved including the contractual costs (\$795 thousand) for the Oak Ridge Financial Service Center Payment Processing Center in the Working Capital Fund. The recommendation called for these costs to be distributed to DOE program offices based on pro rata shares of invoices processed at the Center and payment be made in the form of Program Direction funds.

Whereas the Board approved including the operations in the Fund, the pricing policy will be held in abeyance until after the other working groups have determined pricing policies for the related new FY 2009 operations being discussed above.

### **b. Working Capital Fund Training**

Bob Emond discussed the results of the working group assembled to advise the Fund Manager on training. The group compiled a list of subject areas of interest to the programs and highlighted the need to create a Primer for new Board members and training in the DOE financial systems. Training is envisioned for the Fall of 2007.

## **VII. The Board voted to Adjourn.**

### **Representing the Board**

Chair Howard Borgstrom  
SSA Lesley Gasperow  
EM Jim Simpson  
NE Susan Harlow  
SC Vicki Barden  
EI Steve Durbin  
HR Jeff Pon  
MA Ingrid Kolb

CF Jim Campbell  
NA Teresa Tyner  
FE Robert Pafe  
RW Jim Phillips  
PML Jack Dodd  
EE Avon Meacham  
PI Carol Moten

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**Attendees:**

Warren Huffer – CF  
Gerard Pinkney – MA  
Bob Emond - CF  
Ronald Mayo - CF  
Debra Thornton - EI  
Lang Soo Hoo – NE  
Roscoe Harris – CF  
Maria Jones – FE  
Tony Nellums – MA  
Mary Anderson – MA  
Amos Street – CF  
Deborah Black - MA  
Helen Oxberger - MA  
Willie Mae Ingram – MA  
Dallas Woodruff - MA  
John Alleva - SC  
Janet Freimuth – HG  
Barbara McNeal – CF  
Joann Luczak – CF  
John Bullock – IM  
Ben Henderson – MA  
Tim Fox – HSS  
Ellsworth Howell - MA  
John Shea – ED  
Ingrid Colbert – CF  
John Bashista – MA  
Doug Baptist - MA  
Kevin Hagerty – CF  
Karen Tappert – NE  
Rebecca Montoya – MA  
Brian Costlow – MA  
Al Corbett – HR  
Roger Seifert – BPA  
Laurie Mormon – MA  
Catherine Santana - MA  
Michael Fischetti – MA  
Marilyn Dillon – MA  
Kevin Kelley - MA